



COVID-19 Emergency Operations Center

SOP No: MS-168
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Standard Operating Procedure Managing Weapons

Subject: Managing Weapons for Medical Sheltering Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on the process of managing clients arriving with weapons and the management of confiscated items to the quarantine and isolation facility.

Weapons will not be accepted or allowed in the quarantine and isolation facility. Attempts to bring weapons from the intake area to other areas of the facility will result in immediate denial of service.

2. Definition

1. Devices that may be used in a manner that could cause serious bodily injury must be confiscated and appropriately stored before any client is allowed in other areas of the facility.
 - Items stored with security: Sharps of any kind including scissors, knives, razors, nail clippers or metal nail files, box cutter, safety/stick pins, knitting needles, cigar cutter or tacks, pepper spray or mace, smoking materials, candles, paintball guns, chains, ammunition, can opener, bat, bar-metal, metal knuckles, stun gun/taser, sword/cane sword, throwing star, spray-aerosol/flammable, spray – paint and bicycles.
2. Work tools, such as hammers, wrenches or screwdrivers, will be confiscated and will be returned to the client upon discharge.

3. Procedure

1. Communication

- Upon intake, security staff will inform client of search procedure and explain what items will constitute as contraband.
- All property per client is subject to search. Refusal of a security search will be grounds for denial of service.

2. Search

- A hand-held metal detector will be used across patient items to screen for weapons.

3. Confiscation

- Using gloves and a grabber tool, place the weapon in a labeled bag with client name and room number.
- All weapons will be immediately stored in a locked safe, closet, or cabinet, which is to be located in a secured area of the facility.
- If the weapon is a firearm, police department will be contacted to request a pick-up.

4. Disposal

- Using gloves and a grabber tool, staff will place confiscated items in a secured bin
- Staff will contact the local police department to schedule a drop-off of weapons
- Staff will transport weapons, excluding firearms, to the local police station to ensure a safe disposal